Approved For Release 2000/05/16 : CIA-RDP81-00261R000200080002-4

3 MAY 1977

ACTION ITEMS FROM THE DDA MANAGEMENT CONFERENCE

25X1A 1. [redacted] -- Quarterly video presentation "What's New in the DDA", 20-25 minutes total with 5-6 minutes devoted to administrative changes during past quarter.

25X1A 2. [redacted] -- Invite ADMAG Chairman plus past two Chairmen to DDA Staff Meeting.

25X1A 3. [redacted] -- DDA instruction on LOI's.

4. Mr. Blake -- Invite [redacted] to meet with Office Directors on EEO problems.

25X1A 5. [redacted] Get two names of ODP officers to be trained for MG assignments.

25X1A 6. [redacted] -- Be sure to remember that for next go around for selection of senior personnel rotation that the personnel board should play an active part.

25X1A 7. OTR and CMO -- Develop administrative training course.

8. [redacted] -- Meet with representatives of offices to discuss SEMP policy.

25X1A 9. Mr. Blake -- Think about "State-of-the-Directorate" address.

10. [redacted] -- It was suggested planning teams get more involved with office programs. Mr. Blake suggested reviewing the office's adherence to the personnel handbook.

Distribution:
1 copy each action officer

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